

2006-07 KYAE Policy and Procedure Manual

Summary of Major Changes

The KYAE policy and procedure manual has been updated and enhanced – improvements that would not have been possible without the assistance of adult educators from across the Commonwealth.

The major policy manual changes are summarized below. Please do not hesitate to contact Janet Hoover at Janet.Hoover@ky.gov if there are questions about the policy manual.

Introduction

A link to NRS performance measures has been added.

Services

Family literacy – As announced in the June 2006 *News to Use*, eliminated from the Family Literacy Program Quality Indicators are requirements for:

- Contact with the child's teacher or guidance counselor upon enrollment.
- Assessments for preschool children.
- Tracking of school-age attendance and progress.

Children's progress will be tracked by a checklist form to be provided by KYAE. KYAE is in discussions with the Kentucky Department of Education to obtain the children's progress through a state-level data match.

ESL – A statement regarding Spanish instruction has been added.

Workforce Education – A statement regarding communication between local programs and workforce associates has been added.

Workforce Alliance – The revised policy specifies required and optional components for Workforce Alliance grants, requires justification for some administrative costs and sets a minimum number of instructional hours.

Eligibility

No changes.

Enrollment

No changes.

Assessment

The assessment policy has been rewritten to comply with guidelines from the Office of Vocational and Adult Education (OVAE), U.S. Department of Education. KYAE continues to work with OVAE to refine its assessment policy; therefore, further changes may be announced. Revisions include:

- New “Overview” section; no new requirements.
- New “Need for Assessment Policy” section; no new requirements.
- New “Assessment Accommodations” section as announced March 30, 2006.
- Ordering and contact information for each of the approved assessments; no new requirements.
- Clarification of requirements for complying with official examiner’s manuals on post-testing procedures.
- Requirements for training prior to administering assessments.
- New TABE scores aligned with NRS levels as announced in the May 2006 *News to Use*.
- New ESL functional levels as announced in the May 2006 *News to Use*.

GED

As announced March 30, 2006, the policy more clearly defines approval of entities administering the OPT.

As announced in the June 2006 *News to Use*, at the suggestion of adult educators, KYAE will allow local programs to use state incentive funding for GED recognition ceremonies. Federal funds may not be used for ceremonies.

Performance and Accountability

As announced March 30, 2006, revisions include:

- Elimination of the requirement for progress reports for counties in Pre-Probation and Probation tiers.
- Alteration of the second criterion defining Pre-Probation.

Consistent with the incentive policy clarification in the April 2006 *News to Use*, the Tier 1 description is more explicit.

Personnel

As announced in the June 2006 *News to Use*:

- “Co-op student/intern” was added as a recognized title. Job duties include general clerical responsibilities. Co-op students/interns may not be involved in data entry. The new title was recommended by an adult educator.

- A statement was added to clarify that all new county program fiscal agents must ensure that all employees meet the minimum requirements for each title. Please note: Grandfathering status applies to currently grandfathered employees in the position for which they were initially hired unless there is a change in the county's fiscal agent. (In July 1998, KYAE implemented a requirement for instructors and program directors to have a minimum of a bachelor's degree but allowed non-degreed employees to be "grandfathered" into their position.) KYAE reserves the right to make further revisions to minimum requirements for KYAE-funded personnel.

Professional Development

A revised PD policy:

- Provides a deadline for having an "Active" PD plan in PDtrack.
- Specifies more clearly PD requirements for new adult educators.
- Specifies more clearly PD requirements for clerks.
- Removes requirement for each county to have personnel trained in PLATO and WIN.
- Requires each county to have personnel trained in TABE administration.
- Specifies that PLATO, WIN, BEST and CASAS training must be provided by a KYAE-approved trainer.

Funding

No changes.

Administrative

No changes.